

COVENTRY HOUSING AUTHORITY

MINUTES

JULY 21, 2010

The Town of Coventry Housing Authority met in regular monthly session on Wednesday, July 21, 2010. The Chairman Robert DiPadua called the meeting to order at 4:30 p.m. and the following commissioners were present: Rebecca Parenteau, Rosalie Jalbert, Maurice DeGraide and Paul Pasch. Julie Leddy, Executive Director, Arthur Capaldi, Legal Counsel and Deirdre Marzano, Resident Service Coordinator were also present.

Chairman DiPadua welcomed Paul Pasch to the board. Paul previously served on the board for many years and has extensive experience in this area.

MINUTES:

Motion was made by Commissioner DeGraide and seconded by Commissioner Parenteau to accept the minutes of the June 16, 2010 meeting as presented. Motion carried with all in favor.

Motion was made by Commissioner DeGraide and seconded by Commissioner Jalbert to hold the discussion with representatives from Gorton-Menard Funeral Home before regular business. Motion carried with all in favor.

The owners of the funeral home explained that their original plans had been to first expand the parking lot and to install a fence that they were requesting to put on the property line. Later their plans were to include a chapel and crematorium. However contractors have advised that the work planned for later be done now, as this construction would require digging up the new parking lot for sewer, and electrical work. The Menards explained the detailed plans for the chapel, the crematorium and the garage and explained the mechanics of the crematorium.

Robert Cutter, owner of Jarvais Incinerator explained that this design is one of two major designs. He represents the company who makes this product. Information can be found at Thermtec.com. This particular design is very popular in Massachusetts. Attorney Capaldi requested an explanation of the combustion process as well as emissions and how they would be controlled. Mr. Cutler explained that the gas burner is a high quality burner and the process is totally quiet, with no odor and no smoke. In the dead of winter you may see some moisture but not smoke. DEM would be inspecting the facility.

The Menards explained that this is a major expenditure for their business and they have taken care to select a high quality product in order to eliminate any problems. They stated that the building would have more of a residential look than a commercial one. They have a general contractor and bids will be going out and they would like to get the parking lot in before winter. Sewer, electrical and gas work will be done before the parking lot is done. They have received a verbal approval from DEM, however they are not willing to proceed

without written approval and DEM is backed up due to staffing shortages.

Attorney Capaldi stated that he has known the Menard family for a long time and he feels that their word can be trusted. The Menards have received approval for the sewer work from the Town but the Town wants the information regarding the contractor and this won't be provided until DEM approval is received. A hearing will be scheduled for property owners to discuss this matter.

TREASURER'S REPORT:

After review of expenditures, motion was made by Commissioner Pasch and seconded by Commissioner Parenteau to approve the Treasurer's Report. Motion carried with all in favor.

The first quarter financials show that Public Housing reserves are at 90.3% and net income is \$11,822. Total operating expenses are \$5,620 over budget. Section 8 revenues are \$15,000 less than anticipated due to the delayed funding of the FSS grant. However, expenses are almost \$20,000 less for the first quarter, keeping the Authority at a net income of \$5,500 through the first quarter. Motion was made by Commissioner Parenteau and seconded by

Commissioner DeGraide to accept the first quarter Financials. Motion carried with all in favor.

DIRECTOR'S REPORT:

Construction Update:

Julie reported that Hartford Paving Corporation is one of the best contractors the Authority has worked with. Work is three weeks ahead of schedule and is 95% complete.

Work is underway on the roofing on buildings 2, 3, 5 and 6 at NRT. The contractor expects to complete one building a week, weather permitting.

The curbs have been cut at the corners of Manchester Circle along the Maintenance driveway and a permanent concrete ramp has been installed at Unit 10-D.

The Section 8 waiting list was opened during June and 781 applications were given out. 271 applications were received back of which 90 were from Coventry residents.

On June 26th and 27th the Authority hosted seven teenager volunteers and one chaperone from the West Bay Community Action Program. Teens washed all windows at the main office and both Community halls and swept out all building common areas, vacuumed rugs and planted hosta around the flagpole at NRT.

Attached is correspondence to the Town Council President, Chief of Police and Town Manager regarding the traffic light at Rte. 117 and

Contentment Drive. Because traffic has decreased immensely since the end of school, discussion was held regarding putting off the request until school resumes and construction begins on the new elderly units. However, the State Traffic Commission has placed this item on their July agenda.

Five employees have received OSHA ten-hour Industry Safety certification. This was a free training offered by Beacon Mutual.

The first schematics of a Maintenance facility are in from Crossman Engineering. A meeting was scheduled for the Building Committee for Tuesday at 9 a.m. to go over the schematics.

Resident meetings were held on the 15th at both KOV and NRT to discuss current projects, future projects and the annual plan. Residents at KOV would like the Authority to look into replacing kitchen cabinets and do a better job with weed whacking. NRT residents suggested an additional “resident parking” sign be placed on the opposite side of Building 8. These matters will be taken care of and plans will be made for the annual barbeque for each property.

If anyone is interested in attending the Martha’s Vineyard Conference with Leo Dauwer, they should give Julie their preferred dates of attendance.

The plaque to recognize Rudy’s years of service is complete. Chairman DiPadua will notify Rudy’s family and get a date from them.

Julie will then coordinate with the board.

The Authority is in the news again and Julie has received several congratulatory phone calls. Several newspaper articles are included in today's packet.

Julie will be leaving today to attend the NAHRO Summer Conference in Boston. The Authority will be showcasing their award of merit for Team Work/Healthy Work.

Julie stated that she received a phone call from the Providence Journal and a letter from Senator Jack Reed regarding the display of the American flag. They both received calls from tenants who were upset over not being able to display their flags and about comments that were miscommunicated. A flag was taped to the entrance rail and this resulted in a resident not being able to grip the rail when they lost their balance. Tenants were asked to take down flags. Julie called Mr. Kerr and she explained to him that there are several American flags displayed at the Authority at designated locations, both inside and outside. Julie feels that there seems to be a lot of negativity brewing at KOV and she is not sure where it is stemming from. Commissioner Jalbert stated that she feels that maybe this stems from people who visit other facilities who allow these things. She stated that she feels that this is one of the most sterile facilities she has been in and that many of the other facilities she has been in have outside decorations.

MAINTENANCE REPORT:

Commissioner Pasch questioned the non-emergency tasks occurring in overtime and requested that they be separated out. Julie stated that she would take care of this.

HOUSING REPORT:

There were two vacancies in Public Housing with two more coming up. Section 8 is 97% leased up and Crossroads is doing well with two vacancies, which will be filled by the end of August.

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RESIDENT SERVICE COORDINATOR:

Residents were featured in articles written about the Project Linus blanket program. The vegetable garden is also doing well.

FAMILY SELF-SUFFICIENCY:

Plans are being made for a poster contest at Crossroads, a workshop on budgeting and meetings with current FSS participants and candidates for the FSS program.

CORRESPONDENCE:

- Letter from Ed Jacques to the Town Council regarding board

appointment

UNFINISHED BUSINESS: None

NEW BUSINESS:

A) NAHRO Membership: Julie is recommending renewal of this membership. Motion was made by Commissioner Jalbert and seconded by Commissioner Pasch to renew this membership at a cost of \$635. Motion carried with all in favor.

B) NERC/NAHRO Membership: Motion was made by Commissioner Jalbert and seconded by Commissioner Parenteau to renew this membership at a cost of \$100. Motion carried with all in favor.

C) FYE Audit; Resolution 2010-04: The following resolution was introduced by Commissioner DiPadua; read in full and considered: Resolved to accept the audit for fiscal year end 12/31/2009 as presented and advise Auditor Carlucci & Dugan to submit said Audit to the U.S. Department of Housing and Urban Development. Commissioner Parenteau moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Jalbert. All board members were polled and all voted aye.

D) Capital Fund 501-10; Resolution 2010-05: The following resolution was introduced by Chairman DiPadua; read in full and considered: Resolved to accept the Coventry Housing Authority 2010 Capital Fund Award, 501-10, in the amount of \$247,814.00 to continue its

modernization work at current properties. Commissioner Pasch moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner DeGraide. All board members were polled and all voted aye.

E) Hartford Paving; Payment Application #1: Payment application has been reviewed and approved by both the Engineer and the Authority and certified payroll records have been received for the file.

Motion was made by Commissioner Parenteau and seconded by Commissioner Pasch to approve payment in the amount of \$70,719.30. Motion carried with all in favor.

F) C & D Final Payment Application: Work has been satisfactorily completed and Julie is recommending payment. Motion was made by Commissioner DeGraide and seconded by Commissioner Jalbert to approve payment in the amount of \$1,000. Motion carried with all in favor.

G) PHADA Conference: Julie is requesting permission to attend the Legislative Forum and Rutgers certification program. Motion was made by Commissioner Parenteau and seconded by Commissioner Jalbert to send Julie and board members if they wish to attend. Motion carried with all in favor.

H) Office Lobby Expansion: The following bids were received: Tower Construction - \$32,400, M & J Construction - \$32,577,

Pariseault Buildings - \$35,000 and Vasco Inc - \$30,900. The budget approved for this work was \$26,600 (\$100 per square foot). The in-house budget is \$33,000, including furnishings. Julie has spoken to the architect and he recommends the two low bidders submit a breakdown of the costs and set a meeting for discussion.

OPEN DISCUSSION:

Commissioner Jalbert stated that now that the Authority has a full board, it would be nice to have a reception. Julie will set this up at both locations.

Commissioner DeGraide discussed the shed at North Road Terrace that looks like it is in need of help. He stated that a little bit of stain or paint would help. Julie will take care of this.

Commissioner Pasch discussed the possibility of a change in meeting time, especially for the winter months. He is working summer hours now but will have difficulty getting here for 4:30 because of work constraints.

A tenant thanked the board for getting the sidewalks done and the one-way sign. He is now requesting a speed limit sign. He also apologized for putting up his flag where it shouldn't have been but stated that this was important to him as he has six brothers who served in the military. Commissioner Parenteau thanked him for his apology and his patriotism. Another tenant questioned why small flags couldn't be placed in the ground near the foundation and stated that she asked maintenance workers if she could do this and they

said yes. Chairman DiPadua requested that instead of asking maintenance workers, tenants should call Julie.

There being no further business to discuss, motion was made by Commissioner Jalbert and seconded by Commissioner Parenteau. Motion carried with all in favor.

**GAIL T. WOODWARD
RECORDING SECRETARY**